



SFA Human Resources SFA-Wide Skill Model September 29, 2000

SFA-Wide Skill Model:

Skill Catalog

The SFA Skill Catalog describes the SFA Skill Model and lists Professional, Managerial, and Functional Skill Areas and definitions. The Professional Skill section lists SFA's core professional skills and related definitions applicable for all SFA employees. The Managerial Skill section lists the managerial skills and related definitions that all managers within SFA should exhibit. The Functional Skill section list the functional skills (expected skills to meet performance requirements for a specific role) and related definitions for SFA employees within a specific SFA Channel/Business Unit. The Professional and Managerial Skill Areas lists are arranged in alphabetical order, while the Functional Skill Areas list is arranged by channel/unit.

Skill Assessment Job Aide

The Skill Assessment Job Aide introduces the concept of Skill Assessment. It describes the appropriate situations in which to conduct a skill assessment. The key skill assessment participants and their roles are defined. Guidelines which help to ensure success for SFA Skills Assessment and benefits of a skills assessment are identified. The Job Aide also provides an example of implementing a career development skills assessment and helpful terms.